

What Is A Change Of Use Permit ?

Many parts of the Metropolitan Code of Laws require that before the use of a property changes, a use and occupancy permit must be obtained. Section 17.40.52 of the Metropolitan Zoning Code requires that "an application for a zoning permit must be filed with the Zoning Administrator prior to any person or entity commencing any construction or alteration of a structure or initiating a **change in use of the property**. No building permit shall be issued except on presentation of a valid zoning permit."

Zoning relegates land uses to specific zone districts. Zoning and other codes require that land uses meet specific requirements for a particular land use. It is through the issuance of a use and occupancy permit that compliance with these requirements is met.

Failing to obtain a use and occupancy permit prior to occupying a location can result in unforeseen expense or the necessity to relocate from the site all together. A business license or any other permit from a regulatory agency **does not exempt** you from the requirement for a change of use permit.

Applications are computer generated by a zoning examiner in the permit division of the Codes Department. After the permit application is completed, you will be assigned an application number and provided a copy of a checklist outlining the approvals necessary to obtain your permit. Frequently, the approvals required outside the Codes Department can be obtained by phone.

The Zoning Examiner also functions as the applicant's customer service representative - answering questions, giving advice and generally guiding an applicant through the permit process.

Use and Occupancy (U & O) Permits are issued as part of a construction permit whether they be construction permits for new buildings on vacant lots, additions, renovations, expansion of parking areas or simply changing the use of an entire parcel of land or part of a parcel of land, from one use to another (i.e. office to restaurant).

Every occupied parcel of land must have a designated use on the property (i.e. Burger King, designated use: restaurant). Many parcels will have multiple use designations (i.e. shopping centers, office buildings).

- A. If a use on a parcel of land is changed but no construction or remodeling is involved, the applicant must obtain a U & O Permit.

In order to obtain a U & O Permit, the applicant must provide this department with the following information:

1. Area of the parcel acreage.
2. Square footage of all structures on this parcel of land (see parking survey).
3. Tenant's name, type of business, and individual square footage of that tenant (see parking survey).
4. Number of striped, identifiable, and functional spaces provided on site (see parking survey).
5. Square footage of all vacant floor area (i.e. vacant tenant spaces).

- B. If parking lots or car lots are added, changed, expanded or altered in anyway by the applicant, a complete site plan is required.

The site plan must:

1. be drawn to scale.
2. identify all individual parking spaces.
3. identify all landscaping.
4. identify all structures.
5. identify all setbacks for all structures.
6. identify all driveways.

It is the responsibility of the applicant to provide all required information and contact all required departments on their checklist (tracking sheet) to ensure all requirements are met.

OBTAINING A CHANGE OF USE PERMIT

DAY CARE



RETAIL SALES



RESTAURANT

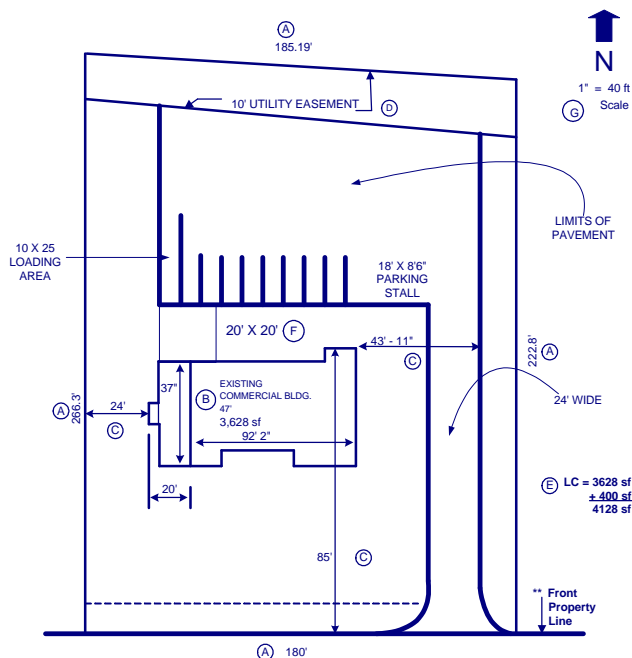


**METROPOLITAN
NASHVILLE & DAVIDSON
COUNTY
CODES DEPARTMENT**

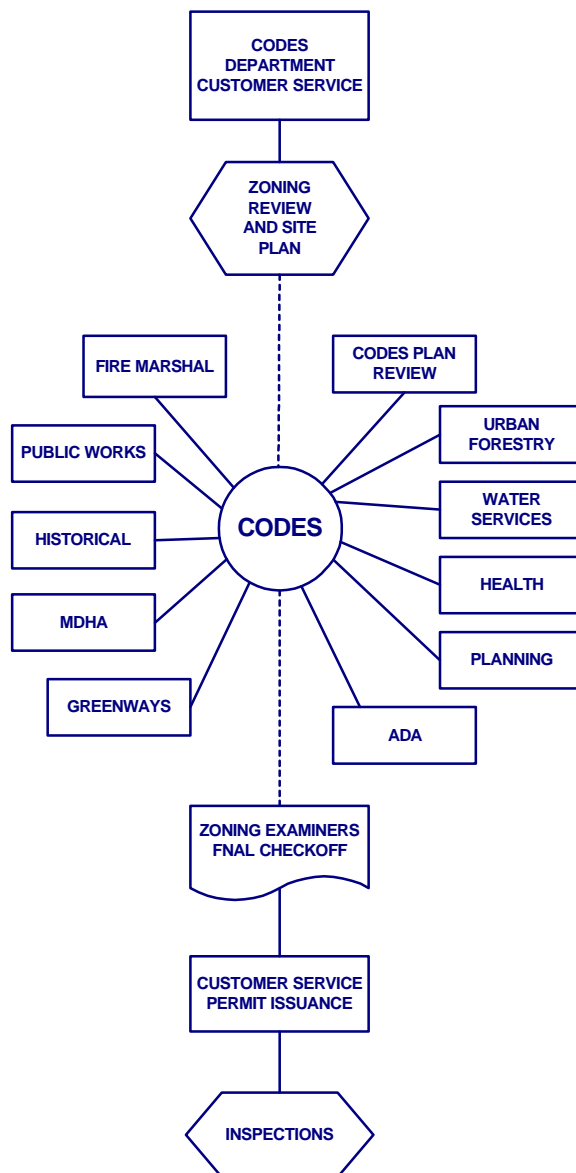
BILL PURCELL, MAYOR

TYPICAL COMMERCIAL SITE PLAN

- A. Indicate site dimensions.
3. Indicate location and size of existing and proposed structures.
- C. Indicate distance to property lines on all structures being constructed or altered.
- D. Indicate location of any known easements.
- E. Provide figures on site plan showing square footage of total lot coverage.
- F. Provide figures on site plan showing the square footage of new improvements.
3. Indicate the scale of the drawing.



**ONE STOP SHOP FOR BUILDING
PERMITS
DEPARTMENT OF CODES
ADMINISTRATION**



Multiple Tenant Properties Use and Parking Survey

Project Name _____

Date _____

Project Address _____

Map _____ Parcel _____

For any permit on any multiple tenant properties the Zoning Division of the Metropolitan Government requires that a listing of all tenants be provided by the owner or their agent such as the management firm. The submittal shall include the following information including vacant leaseable area.

[illegible]

Number of striped, identifiable and functional parking spaces provided on site _____.

I as owner or agent of the referenced property understand that any use and occupancy permits issued on this property pursuant to this information are subject to field verification by this department. Any information provided that is determined to be incorrect may result in the revocation of any permit issued pursuant to this information.

Owner or agent: _____

Date: _____

Mailing address: _____

Phone: _____

Metro Nashville Government of Nashville and Davidson County

**Howard Office Building
700 2nd Avenue, South
Nashville, Tennessee 37210
(615) 862-6500**

Visit our Website at www.nashville.gov/codes